

24 January 1957

MEMORANDUM FOR: Chief, Management Staff

THROUGH : Chief, Records Integration Division
Chief, Physical Security Division

SUBJECT : Request for Approval of Requisition for Elevator File -
"Diebold" Model 10797-12

1. The attached requisition is forwarded for your approval. Upon approval, please forward the requisition to the Office of Logistics, Supply Division, for their action in procurement of the files requested.

2. This equipment is for the Registry Section of the Division and will be used to contain all of the current abstract file slips for Division correspondence. This will allow consolidation of the present filing system and place these abstract slips in a more readily accessible and usable form. In effect, this will place control of the entire correspondence abstract file at the desk side of two experienced individuals who will either personally comply with all requests for information from these files or will enable better supervision or direction of other persons using the files. Two (2) combination-lock equipped, five-drawer file cabinets will be released to the Building Supply Officer upon receipt of the two (2) new units.

3. The abstract slips to be contained in these files are made up in Records Integration Division and do not bear a classification indicator. The units requested are to be modified to the extent recommended by [REDACTED], Security Officer, Physical Security Division, Office of Security. [REDACTED] was contacted for a preliminary survey and to furnish an estimate of any special security requirements or modifications necessary in the use of these units. [REDACTED], Chief, Records Integration Division, is also aware of this request.

4. Your early attention to the approval of this request will be greatly appreciated.

[REDACTED]
Chief, Administrative Staff
Eastern Europe Division

Attachment:

1 - Req. EE# H-114-57

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